



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

VETERANS BENEFITS REGIONAL ADMINR

Job Number: 20000618

Job Code: 21110V161016

Job Group: 2100 - MILITARY AND EMERGENCY PREPAREDNE

Job Established: 02/16/1999

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 9 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises Veteran's Benefits Field Representatives in assigned region by providing oversight and training to ensure employees deliver appropriate and comprehensive assistance when completing claims for veterans and their dependents. Under authority of the United States Department of Veterans' Affairs (USDVA) represents veterans before administrative hearings and before the Washington Board of Veterans' Appeals; OR, Provides supervision over State Veteran Cemeteries. Supervises employees providing services to veterans and their dependents in securing placement in final resting-place. Ensures that final resting-place meets all applicable regulations; OR, Manages other major veteran programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience as a military officer, noncommissioned officer, benefits counselor, or professional experience in a human service program, or as a cemetery manager.

Substitute EDUCATION for EXPERIENCE:

Graduate study in social work, sociology, psychology or a related field will substitute for the required experience on a year-for-year basis not to exceed three years.

Substitute EXPERIENCE for EDUCATION:

Experience in one of the above fields will substitute for the bachelor's degree requirement on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess a valid driver's license prior to appointment in this classification. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides supervision, oversight and technical assistance to Veteran's Benefits Field Representative I and II. Under authority of the United States Department of Veterans' Affairs (USDVA) represents veterans or their dependants before administrative hearings and before the Washington Board of Veterans' Appeals. Researches and drafts briefs and written arguments. Initiates the preparation of necessary forms critical to the claimants' timely appeal and signs on the claimants' behalf. Responds to inquiries from state and county government officials concerning veteran programs. Facilitates information between the USDVA and the Kentucky Department of Veterans' Affairs. Develops plans in assigned region for final resting-places for veterans of the Commonwealth. Ensures that the final resting-place meets all necessary requirements and laws. Oversees the placement of buildings, equipment and interment chapels in Veteran cemeteries. Develops staffing plans as well as resource allocation plans to provide administrative and equipment support to the field representatives and their volunteers. Coordinates the location and acquisition of office space in the designated regions. Prepares and presents training programs to agency staff. Provides oversight of homeless veteran facilities. Visits field representatives throughout the state on a scheduled and unscheduled basis to supervise, evaluate and support their efforts. Researches and writes grants. Coordinates administrative functions related to one or more veteran programs. Assists homeless veterans in obtaining benefits.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed in an office setting. May require frequent travel throughout the state.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.